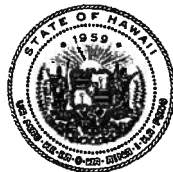


NEIL ABERCROMBIE
GOVERNOR



HERMINA MORITA
CHAIR

CARLITO P. CALIBOSO
COMMISSIONER

JOHN E. COLE
COMMISSIONER

Telephone: (808) 586-2020
Facsimile: (808) 586-2066

STATE OF HAWAII
PUBLIC UTILITIES COMMISSION
DEPARTMENT OF BUDGET AND FINANCE
465 S. KING STREET, #103
HONOLULU, HAWAII 96813

e-mail: Hawaii.PUC@hawaii.gov

June 30, 2011

NOTICE

TO: All Public Utilities, Affected Agencies and Interested Stakeholders

FROM: Brooke K. Kane, Administrative Director *Brooke K. Kane*

DATE: June 17, 2011

RE: Guidelines for Filing Documents with the Public Utilities Commission Pursuant to Act 69, Session Laws Hawaii, 2011 ("Act 69")

On May 27, 2011, Governor Neil Abercrombie signed Senate Bill 1347 SD1 HD2 CD1 into law, i.e., Act 69, which requires, among other things, the Public Utilities Commission ("Commission") to accept from any person who submits a document to the Commission the original and one electronic copy of each application, complaint, pleading, brief, or other document required to be filed to the Commission pursuant to Chapters 269, 271, and 271G, Hawaii Revised Statutes no later than July 1, 2011.

Further, Act 69, among other things, allows for the Commission to establish additional filing and document format guidelines until the final adoption of administrative rules governing the electronic filing of documents with the Commission. As such, the following guidelines, which supersede the Commission's previous guidelines issued on November 3, 2008, shall be followed until amended by the Commission in writing or such administrative rules are adopted by the Commission:

1. Only one (1) original document shall be filed with the Commission unless:
 - a. The document is a rate case application, for which, in addition to the one (1) original, eight (8) copies and an electronic copy on a compact disk ("CD") with Portable Document Format ("pdf") files is required; or
 - b. The document is a tariff filing, for which in addition to the one (1) original, four (4) copies are required.
2. One (1) original and an electronic copy on CD with pdf files when one or more of the following applies:
 - a. The document is over 250 pages long (see #6);

- b. The document contains oversized paper (larger than 8 ½ by 11 inches); or
 - c. The document contains colored maps or photos.
3. All documents filed or submitted to the Commission shall be printed on one side of the page only (i.e., single-sided), preferably in portrait orientation.
 4. All original documents filed or submitted to the Commission shall be clipped (with paper clip, binder clip, etc.) or placed in a clearly marked three-ring binder (no two hole or spiral type bindings). Originals shall not be stapled. Persons who file documents with any type of blemish (i.e., holes, creases, etc.), especially along the document's top edge will be contacted and asked to re-file the documents. All required copies filed or submitted to the Commission shall be bound with a single staple located at the top left corner of the document or placed in a clearly marked three-ring binder.
 5. All confidential documents filed under protective order shall be clearly designated as such in accordance with the requirements of the applicable protective order and the sealed envelope in which the confidential document is enclosed shall clearly indicate the appropriate docket number and subject. Enclosed are examples of how confidential documents in portrait and landscape orientation shall be stamped confidential. These examples correctly illustrate the placement of the "confidential" stamp.
 6. The electronic copy on CD shall be in pdf format and saved in separate files corresponding to the hard copy submittal (e.g., the CD filed with a hard copy submission consisting of two binders shall have two corresponding electronic records, one with the pdf images of the documents contained in the first binder and the second with the pdf images of the documents contained in the second binder). Electronic copies of confidential records shall be submitted on separate CDs (i.e., shall not be submitted on a CD containing non-confidential material), clearly marked as being confidential and included in the sealed envelope containing the hard copy of the confidential record.
 7. Any amendments to documents previously filed with or submitted to the Commission shall be filed or submitted by letter or other such transmittal describing the requested action. No party shall be permitted to remove, replace or otherwise alter any document or part thereof previously filed with or submitted to the Commission.
 8. For pleadings, including applications, filed with the Commission, parties shall include the filing party's name as part of the document title (e.g., Company ABC's Statement of Position).

June 30, 2011

Page 3

9. For correspondence filed with or submitted to the Commission, relating to both docketed and non-docketed matters, parties shall include a "Re:" line that includes: (i) the docket, report, tariff transmittal, or other identifying number; and (ii) a subject matter description (e.g., Re: Docket No. 2008-0999; Company ABC's Request to Modify Procedural Schedule).
10. Docket parties shall follow and comply with the number of copies and electronic copies required in specific dockets as articulated in current and future docket procedural orders, unless otherwise directed by the Commission.
11. While it is the Legislature's intent to allow parties to file documents electronically with the Commission in the future, until such notice is issued by the Commission, documents and CDs shall be filed at the Commission's O'ahu office via US mail or by hand delivery. The Commission does not accept filings via facsimile or e-mail.

Thank you for your cooperation. If you have any questions, please do not hesitate to contact Ms. Eleanor Tuiasosopo, Chief Clerk, at 586-2020.

BKK:CSN:cp

Enclosures

**SAMPLE
CONFIDENTIAL
DOCUMENT
IN
PORTRAIT
ORIENTATION**

**SAMPLE
CONFIDENTIAL
DOCUMENT
IN
LANDSCAPE
ORIENTATION**

CONFIDENTIAL
Subject to Protective Order